

UTILITY PLANT OPERATOR I

POSITION SUMMARY: Performs responsible tasks involved in the operation, maintenance, and repair of equipment and machinery in a Drinking Water Plant and/or Clean Water Plant on an assigned shift; does related work as required. Within its prescribed limits, the operation, testing and laboratory work is performed with considerable independence and without close supervision. This person may be responsible for acting as a lead person and trainer in the Operations unit.

SUPERVISION RECEIVED: Work is performed under the Utility Plant Superintendent, Operations Supervisor or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Responsible for plant operation during assigned shift. Completes regular inspections of plant and equipment to ascertain that it is in proper operation at all times.
2. Collects samples and performs laboratory tests, makes necessary calculations and records findings in logbook and database. Collects samples of water from designated locations and performs tests to assure water quality.
3. Regulates the flow of chlorine and other chemicals. Makes chemical feed adjustments and pump changes as necessary.
4. Gathers data and prepares a variety of complex records and reports as required which include but are not limited to those required by the State of Michigan or Utilities management.
5. Monitors a control station, observes gauges, levels and other instruments, and makes necessary adjustments using a SCADA interface.
6. Operates and maintains pumps, filters, chemical feeders, and other mechanical equipment.
7. Receives service calls and transmits to service employees.
8. Performs work on research or experimental projects.
9. May be responsible for acting as a lead person and trainer in the Operations unit.
10. Maintains a neat and safe working environment.
11. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An Associates degree in a water technology or related science field. An equivalent combination of education, training and experience may substitute for the degree requirement.

- B. Demonstrated knowledge of modern drinking water and/or wastewater treatment plant operations and maintenance practices.
- C. Possession of a Michigan F-4 or D Operator License from the State of Michigan, possession of an F-3 or C Operator license is required within four (4) years of hiring.
- D. Demonstrated proficiency in the use of computers and office equipment and in the creation of data bases, spreadsheets and other software programs as required. Experience with SCADA is preferred.
- E. Possession of good powers of observation and mechanical aptitude.
- F. Ability to follow established Standard Operating Procedures.
- G. Ability to work as a team and with minimum supervision. Must possess self supervising attributes.
- H. Ability to assemble and present accurate records and reports.
- I. Ability to establish and maintain effective working relationships and use good judgment and resourcefulness when working with staff, vendors, other governmental agencies and the public.
- J. Ability to work any or all shifts and schedules as necessary.
- K. Possession of a valid, Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to uncontrollable environments and circumstances, at various heights and in all types of weather conditions.

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